

Agreement Number: 4201.00.11

BETWEEN
THE DEPARTMENT OF TECHNOLOGY SERVICES
AND
TAX COMMISSION

Effective Date: From: July 1, 2011 to: June 30, 2011
Amended Date: March 23, 2010

PURPOSE

This document defines and clarifies major information technology products and services provided by the Department of Technology Services (DTS) in support of the business objectives of Tax Commission.

CONTACT INFORMATION

Agency IT Director: Kevin Van Ausdal
Phone: 801-298-9509
E-mail: kvanausdal@utah.gov

KEY BUSINESS PRODUCTS AND SERVICES

DTS provides a variety of products and services to meet agency needs. Details are provided in product descriptions and rates are approved each year by the legislature. Tax Commission use of enterprise products and services is summarized later in this SLA. Key applications that will be actively measured as benchmarks of DTS performance are listed below:

Key Applications

- GenTax, including Taxpayer Access Point (TAP)
- MVA
- Front End Processing, reported as if a single application but includes:
 - High Speed Scanning
 - Remittance Processing
 - Data Entry

PERFORMANCE

As part of the Governor's efforts to reduce costs, support the green initiative, and improve operating efficiency DTS will continue to optimize its environment through FY 2011.

As we continue optimization of IT services, DTS recognizes that the Tax Commission has unique IT requirements and skill requisites necessary to support the agency's business services.

It is the responsibility of the DTS IT Director assigned to the Tax Commission to ensure the unique IT skill sets required to support the Tax Commission are identified in order for DTS to provide the resources essential for the Tax Commission's business success.

DTS is therefore committed to support the agency IT Director by providing the skills and services necessary to enable the Tax Commission's business success.

With this scenario in place, DTS commits to delivering services as defined in this SLA and applicable product descriptions, including meeting the defined service level metrics.

While service-specific metrics may be defined in individual product descriptions, the Tax Commission IT Director and DTS Chief Operating Officer will meet at least quarterly to review the following high level metrics as key indicators:

- First Call Problem Resolution Rate
- Responsiveness to Critical Needs
- Agency Key Business Application Availability as Identified in this SLA
- Agency Customer Satisfaction

In addition to the quarterly review of measures the Tax Commission and DTS Executive Director/CIO will meet annually to review DTS performance levels and to review the performance of the IT Director.

DTS remains committed to helping the Tax Commission meet its business objectives and to meeting or exceeding the performance standards achieved in FY10.

ACCOUNTABILITY

The IT Director, Kevin Van Ausdal, assigned to Tax Commission will:

- Ensure the agency's business and technology services requirements are met.
- Coordinate and negotiate the development of proposed Agency Service Level Agreements (SLA) and ensure concurrence with the SLAs on behalf of the agency.
- Ensure that all DTS services adhere to requirements defined in the SLAs. Track and Report performance and effectiveness of delivered services.

- Ensure Agency projects are defined and completed according to time, budget and scope commitments. Track and Report status of projects using DTS approved methods and tools.

This individual will continue to report to the Executive Director of DTS to ensure easy access for escalation should service delivery not meet expectations. DTS will commit to consulting with Tax Commission for any change or reassignment of the Agency IT Director.

ENTERPRISE PRODUCTS AND SERVICES

DTS provides approximately 68 enterprise products and services with established rates, descriptions, and service metrics. For more complete information, visit the DTS Web site at dts.utah.gov select "Services" or call your assigned DTS Customer Relationship Manager or other DTS contact. If you are not sure whom to call, contact the DTS Customer Support Center via the Web or at 801-538-3440 for assistance. The list includes products such as those shown below.

Enterprise Products and Services

DTS Enterprise Service Catalog Listing			
Number	Division	Product Description Title	X
2132.02.11	Project Management Office	Project Management	
2312.02.11	Hosting	Enterprise Hosting Services	X
2321.01.11	Desktop Services	Desktop Services	X
2321.02.11	Desktop Services	GroupWise Enterprise Services	X
2353.01.11	Wireless	Radio Repair Labor	X
2354.02.11	Wireless	Install Bay Labor	X
2362.01.11	DTS Security	Enterprise Information Security	X
2372.01.11	TELCOM	Phone Tech Labor Telephony	X
2382.01.11	WAN	Network Services	X
2382.04.11	Wireless	802.11 Wireless Services	
2382.05.11	WAN	Network Services Non-State	
2385.01.11	WAN	DSL Remote Access	
2392.01.11	WAN	Wiring Design and Consulting	X
2412.01.11	TELCOM	Voice Monthly Service (URATE)	X
2412.04.11	TELECOM	Audio Conferencing	
2413.01.11	TELCOM	Voice Mail	X
2416.01.11	TELCOM	Auto Attendant	
2417.01.11	TELCOM	Call Management System	X
2424.01.11	TELCOM	Long Distance Service	X
2424.02.11	TELCOM	Long Distance Service Access Charge	X
2424.03.11	TELCOM	International Long Distance	X
2427.01.11	TELCOM	1-800 Service	X
2427.02.11	TELCOM	1-800 Service - Advanced Features	X
2428.16.11	TELCOM	Video Conference	
2432.01.11	Wireless	Microwave Maintenance Labor	X

DTS Enterprise Service Catalog Listing			
Number	Division	Product Description Title	X
2432.02.11	Wireless	Tower Labor	X
2433.01.11	Wireless	Communication Sites	X
2434.01.11	Wireless	State Radio System (SRS) Note: LES not included in PD.	X
2439.01.11	Wireless	Misc. Data Circuits	X
2531.01.11	Storage	Qualified Dedicated Storage	X
2533.01.11	Storage	Disk Storage - Mainframe	X
2534.01.11	Storage	Mainframe Tape (including migrated)	X
2535.01.11	Storage	Backup & Restore Services	X
2536.01.11	Storage	SAN Storage	X
2621.02.11	Solutions Delivery	Application Maintenance	X
2621.03.11	Solutions Delivery	Web Development and Graphic Design	
2623.01.11	Solutions Delivery	Acceptance Testing	
2651.01.11	Solutions Delivery	Database Hosting Consulting	
2652.01.11	Solutions Delivery	Shared Oracle Hosting (Linux)	
2724.01.11	Print	High Speed Laser Printing	
2724.02.11	Print	Other Print Services	
2728.01.11	Solutions Delivery	Shared SQL Server Database Hosting	
2762.01.11	Desktop Services	Enterprise Service Desk	X
3121.01.11	Finance	DTS Finance Products	X
3122.01.11	Finance	DTS Equipment Inventory System	X
3131.01.11	Finance	Agency Contracts	X
3131.06.11	Finance	Purchasing	X
3132.02.11	Finance	Master License Agreements	X
3134.03.11	Finance	DTS Training Center Administration	
6011.01.11	AGRC	TURN GPS Network	
6011.07.11	AGRC	SGID	X
6011.08.11	AGRC	GIS Application For Agencies	X
6011.09.11	AGRC	GIS Web-Based Applications	X
6011.11.11	AGRC	Utah GIS Portal	X
6012.02.11	AGRC	Regular Plots (AGRC)	
6012.03.11	AGRC	Mylar Plots (AGRC)	
6012.05.11	AGRC	GIT Data Support (AGRC)	
6012.06.11	AGRC	GIT Professional Labor (AGRC)	X
6019.01.11	AGRC	GIT Training (AGRC)	

SECURITY AND CONFIDENTIALITY

All DTS staff assigned to provide services to the Tax Commission will complete a background check. The results of the background check must meet or exceed the requirements of the Tax Commission.

The IRS considers DTS, as a provider of services to the Tax Commission, to be bound by the provisions of Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies and Entities. DTS will work cooperatively with the Tax Commission to comply in order to protect all federal tax information in their possession or control. This includes:

- Safeguard Procedures Reports (SPR), required every six years or when any significant changes occur.
- Safeguard Activity Reports (SAR), required annually.
- Safeguard Reviews, including the current self assessment pilot and any future on-site reviews, as well as efforts required to resolve any findings.
- Compliance with Attachment A, Contract Language for General Services.
- Complete the customized security awareness course that includes disclosure awareness training as required by Publication 1075.
- Identifying all appropriate staff who will be required to sign the Tax Commission confidentiality and disclosure awareness agreement.

All data centers where federal tax information is stored will be subject to inspection by Tax Commission staff every 18 months. DTS will work with agency staff to address any findings identified during these inspections.

STANDARD PROCESSES

Change Management

Standard DTS Change Management processes apply to all products governed by this agreement.

Security Infrastructure

DTS provides basic security services which include perimeter firewall protection, intrusion detection, whole disk encryption, secure email, anti-virus, anti-spyware, web content filtering, and monitoring and notification for the State of Utah wide area network.

Rates and Billing

All products for which standard rates have been established will be billed in accordance with the current Enterprise Service Rates as established by the DTS Rates Committee. Placement of an order or a request for, or acceptance of, delivery of a standard product or service by Tax Commission constitutes an agreement to abide by the terms of the associated product description, including billing. Acceptance of such an order or request by DTS constitutes an agreement to provide the product or service as described in the

associated product description. All other products will be provided and billed in accordance with a negotiated Memorandum of Understanding (MOU), Special Billing Agreement (SBA), or other agreement. Billing will continue until the agency enters an order to terminate the service with an effective date or until the agreement's end date is reached.

Purchasing

Pursuant to Utah Code Authority 63F-1-205/206 and DTS Rule R895, the Chief Information Officer (CIO) has supervision and control over all Information Technology contracts and purchases for the executive branch agencies. The CIO may delegate the authority to make small purchases to the agencies, but this delegation must be in writing and may be limited as directed by the CIO. In order to comply with this mandate all IT purchases must be implemented via the DTS purchasing process in Remedy.

Service Desk

In order to track, report, and improve DTS support to the agencies it is necessary for all requests and/or incidents to be made through DTS' enterprise service desk.

DEPARTMENT OF TECHNOLOGY SERVICES RESPONSIBILITIES

The Department of Technology Services agrees to:

- Arrange, approve, and provide all in-state and out of state travel for DTS employees.
- Provide current expense items for DTS staff assigned to the Tax Commission. This includes the replacement of furniture, telephones, printers, fax machines, and office supplies (excluding office space, which will be provided by the agency).
- Provide and maintain DTS employees with desktop and/or laptop computers, monitors, and peripheral equipment, including a desktop standard configuration for each work station, and software tool kit as required by the business needs of the agency.
- Provide training for DTS employees.
- Reimburse the Agency up to \$200 per employee / per year for office supplies provided by the Agency and consumed by a DTS employee.

AGENCY RESPONSIBILITIES

Tax Commission agrees:

- To provide office space for DTS personnel at the work location. The work location of DTS personnel will not be subject to change by the agency without a

duly signed written agreement between the agency and DTS. All agency furniture, computers, monitors, telephones, printers, fax machines, phone lines, LAN lines, and office supplies currently used to support DTS employees will remain available to DTS employees.

- To maintain close contact with the DTS IT Director assigned to the agency to help coordinate efficient DTS services within the agency.
- That all agency specific desktop computer hardware and software that is not related to a DTS employee desktop standard configuration or DTS employee software tool kit will be billed to the agency as a "pass through" expense.
- To provide space and accommodations for DTS employees' file, print, and storage requirements.

VERIFICATION AND AGREEMENT

The Department of Technology Services and Tax Commission agree that this Service Level Agreement, together with the associated product descriptions and other associated agreements, if any, constitute a binding agreement between both parties for the specified products and related services. The Department of Technology Services agrees to provide the specified services for the Tax Commission as specified in the version of the product description current as of the date of this agreement, at the established rates, and for the period specified. The Tax Commission agrees to pay for the services as specified.

Termination or Amendment

This agreement may be terminated only by mutual agreement. It may be amended if changes in circumstances warrant. Notice of intent to terminate this agreement or to negotiate amendments must be provided in writing to the other party at least 60 days in advance.

Agency Representative			
Signature:		Date:	8.5.2010
Name (Printed):	Rodney G. Marrelli	Title (Printed):	Executive Director

DTS Representative			
Signature:		Date:	8/5/10
Name (Printed):	J. Stephen Fletcher	Title (Printed):	CIO/DTS Executive Director